



*Welcome*

to the City of Detroit

Planning & Development  
Department

Where Community

Input and Partnerships

are Rebuilding **Detroit**

## THE MISSION

of the Planning and Development Department is to strengthen and revitalize the City of Detroit's neighborhoods and communities and to stabilize and transform our physical, social and economic environment.

## P&DD ORGANIZES ITS RESOURCES AND ACTIVITIES UNDER SIX DIVISIONS



DEVELOPMENT



FINANCIAL AND RESOURCES MANAGEMENT



HOUSING SERVICES



NEIGHBORHOOD DEVELOPMENT



PLANNING



REAL ESTATE

Each division is integral to the continued growth and vitality of the City of Detroit.



Downtown Skyline by Dave Frechette

DENNIS W. ARCHER, Mayor

DETROIT CITY COUNCIL   Gil Hill, President   ▲   Maryann Mahaffey, President Pro Tem   ▲   Clyde Cleveland   ▲   Kenneth V. Cockrel, Jr  
Sheila M. Cockrel   ▲   Kay Everett   ▲   Nicholas Hood III   ▲   Brenda M. Scott   ▲   Alberta Tinsley-Talabi   ▲   Jackie L. Currie, City Clerk



# OUR DREAMS TO HELP REVITALIZE DETROIT START HERE

## THE CITY OF DETROIT PLANNING & DEVELOPMENT DEPARTMENT (P&DD)

is the catalyst for development activity in the City. Detroit's revitalization rests on **P&DD's** ability to build sound partnerships with citizens, developers and community groups.

**P&DD** is eager to partner with you. That's why we're making it easier than ever for you to access the department's comprehensive resources—land, money and technical assistance—to help you turn your projects into reality.

We welcome your dream to help revitalize Detroit, whether you are:

- ▲ a City resident envisioning the vacant lot next door as a garden or play area
- ▲ an entrepreneur or retailer seeking to set up shop in a Detroit community
- ▲ a neighborhood organization working to counter the effects of a social problem
- ▲ a community group hoping to reawaken homeowner pride through a housing rehabilitation program
- ▲ an experienced developer planning a large-scale development in the central business district.

## TAKE ADVANTAGE OF P&DD ASSETS

Ongoing enhancements and new programs within **P&DD** enable us to quickly and easily move your project from concept to completion. We offer:

- ▲ a sizeable portfolio of land within City boundaries
- ▲ funding for public service activities, home repair assistance and low-to-moderate income housing development
- ▲ a streamlined development process that reduces bureaucracy and coordinates development tasks through cooperative relationships with other City departments
- ▲ programs such as the Concept and Site Plan Reviews and the Accelerated Housing Program to speed up projects
- ▲ knowledgeable, professional staff dedicated to providing superior customer service and technical assistance
- ▲ a new **Welcome Information Center** to help you easily access, understand and navigate the development process.

P&DD



## Welcome to the Planning & Development Department

where community input and  
partnerships are rebuilding Detroit. Yes,  
you too can be part of Detroit's resurgence!



# WELCOME INFORMATION CENTER

To make P&DD resources readily accessible, we've established the

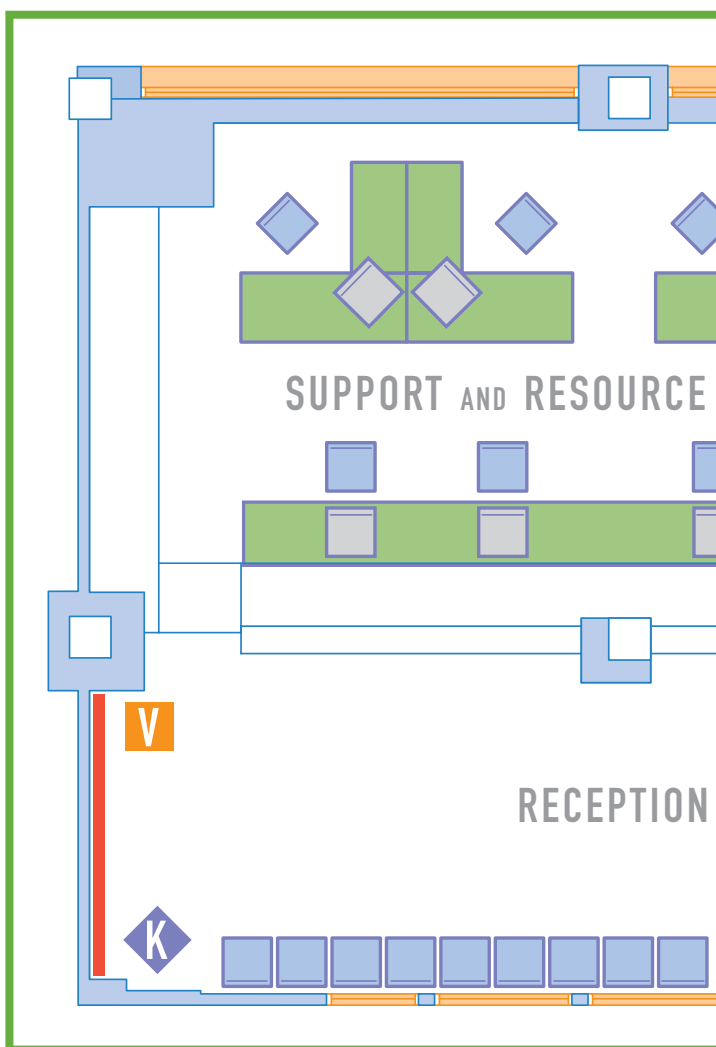
Welcome Information Center.

The center offers a wealth of information about our resources and services and is the starting point for your property purchase, rehab or development project.

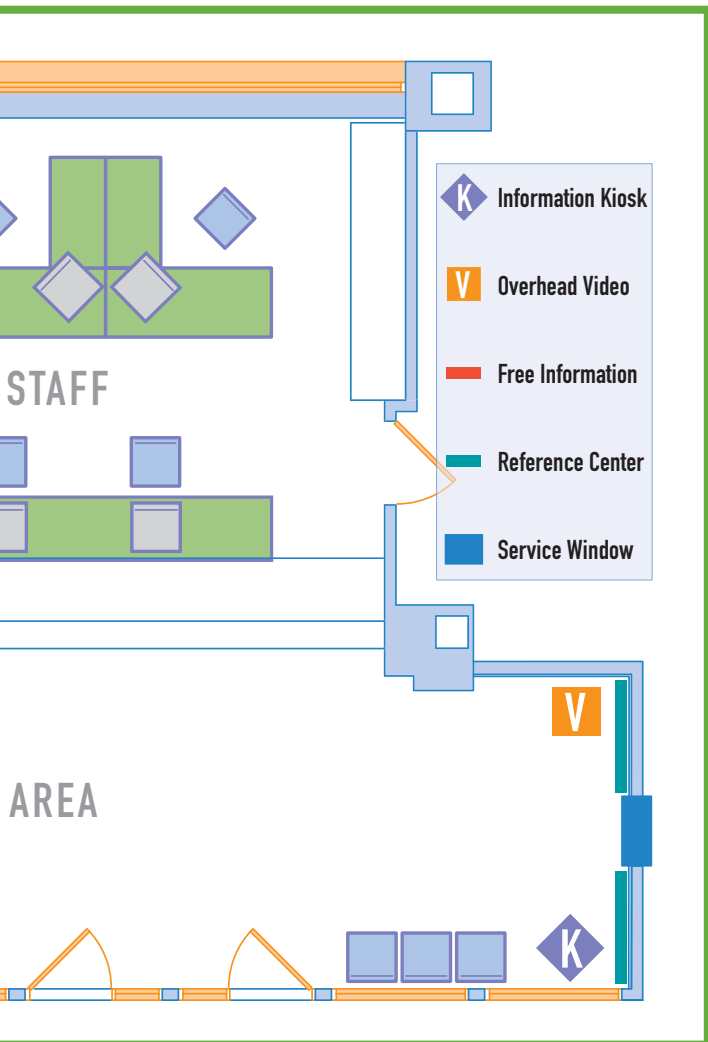
Regardless of the needs and scope of your project, we are committed to making it a positive, exciting and rewarding endeavor.

## WORK WITH OUR FRIENDLY, EXPERIENCED STAFF

Step through the Welcome Information Center's glass doors into a comfortable setting where P&DD professionals are waiting to serve you. Skilled in customer service and in navigating all aspects of the development process, our staff knows how things work and how to get things done.



You can expect fast, friendly and efficient service along with pertinent information to initiate your project and keep it rolling.



## TASKS YOU CAN ACCOMPLISH

- ▲ discuss your project with a P&DD professional to determine the procedures and reviews required for your particular development
- ▲ learn about available funding for neighborhood/community public service projects
- ▲ check the Property Information Database for available land
- ▲ look up property zoning
- ▲ submit applications, plans and development proposals
- ▲ begin the Concept Plan Review and Site Plan Review processes
- ▲ explore economic development incentives such as the Empowerment and Renaissance Zones
- ▲ be directed to the right P&DD divisions or City departments you will need to work with to complete your project

# OUR GATEWAY TO VALUABLE P&DD RESOURCES

P&DD



Community input  
is a basic, yet  
fundamental planning  
tool to ensure sustainable  
development.

## ACCESS A WEALTH OF DEVELOPMENT INFORMATION AND RESOURCES

Whether you are researching a potential project to determine its viability or need specific data and applications to fund or launch your activity, the **Welcome Information Center** is a well-stocked, one-stop repository of planning and development-related resources. You'll find a wide range of free literature and reference materials for use on site, and online information via computerized kiosks located in the center.

Following is a sampling of some of the most requested information and items available at the **Welcome Information Center**:

### MANUALS

#### *Development Manual*

provides basic information on how to submit a development project for review.

#### *Concept Plan Review Manual*

describes the Concept Plan Review, which is the initial review by the City to determine the feasibility of a development proposal and is required for anyone developing City property.

#### *Site Plan Review Manual*

explains the process for reviewing site plans, which developers must submit to ensure a proposed development or land use meets ordinance standards and is consistent with the City's land use plans.





## DOCUMENTS/REFERENCE MATERIALS

### *City of Detroit Master Plan of Policies*

Detroit's official plan containing over 300 policies related to social, economic and physical development of the City.

### *Zoning Ordinance*

provides information on zoning classifications for the City and explains permitted land use within each classification.

### *Detroit Neighborhood Handbook*

a directory providing information on Detroit residential districts, community groups, neighborhood city halls and agencies that offer funding and resources for neighborhood development projects.

### *Census Tract Data*

used in development planning, census tracts are small, relatively permanent statistical subdivisions of a county that are delineated according to Census Bureau guidelines.

### *Citizen District Council (CDC) Materials*

area maps, descriptions and contact information for CDCs, which are advisory councils created to help with planning and development issues in designated areas.

### *CDBG/NOF Materials*

information kits to help residents and groups apply for monies available through the Community Development Block Grant (CDBG) and the Neighborhood Opportunity Fund (NOF). The NOF provides funding to community groups for neighborhood improvement and services.



### *Consolidated Plan*

the City of Detroit's five-year plan containing information on housing and community development needs, conditions and strategies. Includes annual action plans describing how grants will be used for projects and activities to implement the overall plan.

### *CAPER*

the Consolidated Annual Performance Evaluation Report (CAPER) is a report submitted to HUD describing progress in implementing the City's Consolidated Plan.



### *Prevailing Wages Law Booklet*

booklet that public contracting agencies are required to include in bid specifications and contracts for public works projects.

## MAPS

### *City Zoning Map*

used to determine the zoning of City properties.

### *Geographic Information Systems (GIS) Mapping*

computer mapping services used to facilitate land use planning and policy recommendations and analyze development trends within the City.

### *Empowerment and Renaissance Zone Maps*

maps depicting areas designated by federal and state governments to receive exemptions from taxes to spur development.

## DATABASES

### *Property Information Database*

currently being developed by the City to provide land ownership data.

## FACT SHEETS

Detailed information on a wide range of topics, including specific review and approval processes, funding/loan/grant programs and tools, historic districts, land sales activities, economic development incentives and much more.

## APPLICATIONS

Obtain applications for standard development activities and financial resources, including:

- Concept Plan Review
- Site Plan Review
- Subdivision Review
- Site Condo Review
- Land Sale Inquiry
- HOME application
- CDBG/NOF applications

## ADDITIONAL INFORMATION

Empowerment and Renaissance Zones

P&DD brochures, newsletters and progress reports ■







# GETTING YOUR PROJECT STARTED

## BEGIN YOUR PROJECT AT OUR CONVENIENT DEVELOPMENT INTAKE STATION

In addition to providing vital information, the **Welcome Information Center** serves as an intake point for development and rehabilitation projects. The Development Intake staff will direct you through the basic steps in the process. Initial steps typically include checking property availability and zoning requirements and determining which reviews will be needed for your particular project.



P&D

Key reviews include the Concept Plan Review and the Site Plan Review, for which the staff will provide information and assist you in submitting the necessary applications. Approximately 30 days after your CPR application has been reviewed and approved, you may receive a “holding letter,” which usually leads to an offer to purchase. You will also be assigned a project manager who will work with you from this point on to complete your project. ■

## HOW TO FIND THE

## WELCOME INFORMATION CENTER

The Planning & Development Department's Welcome Information Center is located in downtown Detroit in the Cadillac Tower Office Building at 65 Cadillac Square. That's one block east of Woodward and two blocks north of the Coleman A. Young Municipal Center, on the corner of Cadillac Square and Bates. From the lobby, take the stairs or elevator to the Mezzanine

and look for the glass doors and the Welcome Information Center sign. The Welcome Information Center is your gateway to the resources and services offered by the Planning & Development Department.

You can visit the Welcome Information Center from 8:30 am – 4:30 pm or call us at 313.224.3511 to schedule an appointment with a staff member.

# USEFUL CONTACT INFORMATION

During the course of your project, you may be directed to various P&DD, City and other offices to keep your project moving.

**WELCOME INFORMATION CENTER** ..... 313.224.3511

## PLANNING AND DEVELOPMENT DEPARTMENT

[www.ci.detroit.mi.us/plandev/](http://www.ci.detroit.mi.us/plandev/)

Planning Division ..... 313.224.1339

Development Division ..... 313.224.3511

Real Estate Division ..... 313.224.0953

Housing Services Division ..... 313.224.3461

Neighborhood Development Division ..... 313.224.0302

## OBTAIN AUTHORIZATION FOR LAND SALES

City Planning Commission ..... 313.224.6225

## SUBMIT CONSTRUCTION PLANS/OBTAIN BUILDING PERMITS

Building and Safety Engineering Department ..... 313.224.3251

## OTHER

Information Technology Services/GIS Customer Services ..... 313.224.2900

Detroit Municipal Reference Library ..... 313.224.3885

Wayne County Planning ..... 313.224.5018

Assessor's Division, Finance Department ..... 313.224.3035

Southeast Michigan Council of Governments ..... 313.961.4266

Wayne County Register of Deeds ..... 313.224.5850





Partnerships are the foundation  
of our City's future!

